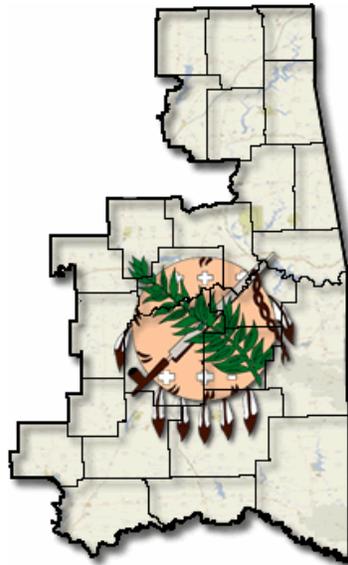




U.S. Congressman Brad Carson
Second District of Oklahoma
www.carson.house.gov



**Guide to Federal Government Programs:
Navigating the Grant Process**

“I strongly believe eastern Oklahoma deserves its fair share.”
-Congressman Brad Carson

Congressman Carson’s Washington, D.C. and Oklahoma Offices

Washington, D.C. Office
317 Cannon House Office Building
Washington, D.C. 20002
(202) 225-2701 – Phone
(202) 225-3038 – Fax

Muskogee Office
215 State Street, Suite 815
Muskogee, Oklahoma 74001
(918) 687-2533 – Phone
(918) 682-8503 – Fax

Claremore Office
403 West 1st Street, Suite 100
Claremore, Oklahoma 74017
(918) 341-9336 – Phone
(918) 341-9437 – Fax

McAlester Office
321 South 3rd Street, Suite 4
McAlester, Oklahoma 74202
(918) 423-5951 – Phone
(918) 423-1940 – Fax

All requests for grant assistance can be directed to **Shane Jernigan** in Congressman Carson’s Washington, D.C. or Claremore, Oklahoma offices. You can also reach him by e-mail at Shane.Jernigan@mail.house.gov.



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One of my top priorities in Congress has been to assist eastern Oklahoma in obtaining grant funding from the federal government. I recognize navigating the grant process can be difficult, and I want to work with you in providing additional information.

This form will help me provide you information of when grants are available, and how you can apply for these valuable funds. You can return this form to:

Congressman Brad Carson
Attention: Shane Jernigan
403 West First Street, Suite 100
Claremore, Oklahoma 74017
Fax: (918) 341-9437
E-mail: Shane.Jernigan@mail.house.gov

If I can ever be of any assistance, please never hesitate to call on me.

Very truly yours,

X

Brad Carson
Member of Congress

Congressman Carson Grant Information Sign-Up Form

Agency: _____

Agency Head: _____

Grant Contact: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

E-Mail: _____

Type of Grants your agency is looking for:



NAVIGATING THE PROCESS

General Grant Information

Grants play a fundamental role in daily life. Annually, the federal government distributes nearly \$300 billion in competitive grants. On average, Oklahoma's Second District receives approximately \$70 million, with nearly \$40 million providing assistance to Native American tribes. In years past, the Second District has fallen behind other rural districts in the amount of money received. By working together, we can secure more funding for a better future.

There are basically three steps in the grant process: **locating funding sources**, **making an application**, and **compliance**.



The [Catalog of Federal Domestic Assistance \(CFDA\)](http://www.cfda.gov) is a government-wide profile of essentially every Federal program that provides grants, loans, services, information, and other assistance. The Catalog provides an information sheet on each program, which includes eligibility requirements, contact information, and type of assistance, and application and awards process. The CFDA is easily searchable by numerous ways. The CFDA is found on the Internet at www.cfda.gov.

The [Federal Register](http://fr.cos.com/) provides a uniform system for making public regulations and legal notices issued by Federal agencies available to the public. This includes Notices of Funding Availability, announcements inviting applications for Federal grant programs. The Federal Register is found on the Internet at <http://fr.cos.com/> or at <http://www.access.gpo.gov> under "Quick Links."

The House of Representatives also maintains a grant information website for constituent information. This site provides all relevant information relating to the grants process. The site can be found on the Internet at http://www.house.gov/ffr/Grants_Other.htm.

MAKING AN APPLICATION



Once you have located programs for which you or your organization may be eligible, the next step is to prepare the proposal to submit to the appropriate federal agency. There are three points to consider: **writing the grant**, **meeting deadlines** and **asking questions**.

Writing a Grant

The report "Developing and Writing Grants" may be helpful in preparing your proposal. This publication can be accessed through the Catalog of Federal Domestic Assistance, located on the Internet at <http://www.cfda.gov/public/cat-writing.htm> website.

In order to receive the highest score possible, it is important that your application be complete and well formulated. Individual applicants should tailor their grant application to the unique requirements specific to the individual program requirements. In addition, it is **IMPERATIVE** that the directions for making an application are followed carefully. An application that does not meet all of the specifications may be not even be considered for funding. Too much work goes into an application to have it be disqualified for leaving off a zip code! Please follow the directions carefully.

Deadlines

Many federal programs have strict deadlines on receiving funding proposals. Be sure to find out the closing date for applications when preparing your proposal. While some agencies offer multiple competitions for a particular program within a fiscal year, other programs offer only one chance each year to apply. It is important that you give yourself adequate time to prepare your proposal and collect all of the necessary supporting documents.

Questions

If there is uncertainty about the requirements of a program or the materials that need to be included with your application, you should directly contact the agency's program office. The contact information should be included in the Catalog of Federal Domestic Assistance or with the Federal Register Notice of Funding Availability. If you are unable to locate this information or need assistance contacting the agency, please contact Shane Jernigan in Congressman Carson's office.



Even after funds are secured for the project, it is necessary to stay in touch with the awarding agency to describe the progress of the project. Providing good and timely information will not only tout successful programs but also ensure that federal dollars are spent properly. In addition, working with the awarding agency can develop a working relationship that leads to other opportunities.

If your grant application is not successful you may contact the agency to obtain a copy of the comments about your application. These comments may be helpful if you decide to reapply.



Grant applications must meet certain eligibility requirements, and the Congressman can be of assistance to ensure these requirements are met. It is, however, the applicant's responsibility to write the grant proposal and meet all deadlines.

Congressman Carson encourages applicants to contact his office for assistance, and to alert him of pending applications and projects. The Congressman can write letters on behalf of a grant application to alert agencies of his support of a project.

To request a letter of support, please contact Shane Jernigan in Congressman Carson's Washington D.C., or Claremore, Oklahoma offices. He can also be reached by e-mail at Shane.Jernigan@mail.house.gov.

Requests for letters of support should be accompanied, if applicable, by the Standard Form 424 "Application For Federal Assistance" (a copy of this sheet is attached for your reference), contact information for the applicant, and letter deadline, and project abstract highlighting:

- What your project/program does and who it serves
- Why this program is important to your community
- Any unique features of your program/project
- The specifics of how the grant money will be used